

Task Order 30-10

- 1.0 **TITLE OF EFFORT:** JSC Center Risk Management
- 2.0 **TASK DESCRIPTION:** Provide expert support to the JSC Center Risk Manager in developing, maintaining, and enhancing the JSC Center Risk Management Process.
- 2.1 **SOW Reference:** 8.2.2b
- 2.1.1 **Support to JSC Center Risk Management Office (AC3):** The contractor shall provide expertise to support the development, maintenance, and enhancement of the JSC Risk Management Process including documenting and tracking risks, developing presentation packages, performing integrated analysis of Center and local program risks, plus developing and tracking of metrics. The contractor shall help the JSC Center Risk Manager interface with the spaceflight programs assigned to JSC (i.e. Space Shuttle, Space Station and Constellation) and the projects and organizations supporting them to continue emphasis to improve project efficiency, reduce cost, and improve performance through rigorous continuous risk management.
 - 1) Facilitate implementation of risk management within JSC organizations (*Product 3: JSC Risk Management Web Tool; Product 5: Risk Trend/Metric Reports*)
 - a. Assist in the development and maintenance of risk management processes
 - b. Assist in maintaining JSC risk management database and web tool
 - c. Support the JSC institutional risk reviews
 - d. Capture minutes and provide tracking of actions at reviews
 - 2) Seek enhancements to the overall risk management process and recommend changes/updates (*Product 3: JSC Risk Management Web Tool; Product 5: Risk Trend/Metric Reports*)
 - 3) Assist in providing risk management support to JSC Management Council activities (*Product 1: Periodic JSC Management Council Risk Review Package*)
 - 4) Brief JSC Directorates in JSC risk management requirements
 - 5) Assist in facilitating periodic Directorate and sub-Directorate Risk Reviews
 - 6) Assist in the development and maintenance of risk management processes to establish consistency with Agency, other Centers, and Programs
 - 7) Define new risks to center objectives
 - 8) Identify risks impacting Programs, Projects, and other Centers
 - 9) Provide risk management training to JSC Directorates
 - 10) Help facilitate the JSC Risk Management Working Group activities
 - 11) Participate in risk management benchmarking activities (other NASA Centers and Industries)
 - 12) Maintain the JSC Policy Directive, JPD 8000.1A, Institutional Risk Management
 - 13) Develop JSC Procedural Requirement, JPR 8000.4, Institutional Risk Management (*Product 2: JSC Institutional Risk Management Procedural Requirement*)
 - 14) Maintain the JSC risk management database (*Product 4: JSC Risk Management Database*)
 - 15) Assist in the definition of, and data gathering for, risk management performance indicators
 - 16) Participate in analysis of risk management performance indicators for the Directorates and Center as directed

Products:

- 1) Periodic JSC Management Council Risk Review Package

- 2) JSC Institutional Risk Management Procedural Requirement
- 3) JSC Risk Management Web Tool
- 4) JSC Risk Management Database
- 5) Risk Trend/Metric Reports

The contractor will provide these product deliverables/schedules/milestones to the assigned Point of Contact / COTR for each task

Monthly reports on the status of assigned sub-tasks shall include progress against schedule, any problems encountered in performing the assigned task, and any significant interim findings

3.0 PERIOD OF PERFORMANCE: October 1, 2009 - April 30, 2010

4.0 ESTIMATED COST:

Contractor may provide travel, training, materials, and other non-labor resources as necessary to support task order requirements. Training may include selected professional discipline-based or spaceflight-based conferences with approval of the TMR.